

Grant Offer increase policy



War Memorials Trust

Registered Charity Number: 1062255

This policy sets out War Memorials Trust's guidance for applicants requesting an increase to their Grant Offer.

As a small charity such requests have a financial impact on both staff time and potential grant funds. War Memorials Trust must fundraise for all its work, including its grant-making and staff administration. Therefore, its success in raising money will affect the Trust's ability to consider applications for increases to existing Grant Offers.

In principle, once War Memorials Trust has made a Grant Offer an increase will not be considered as all information should have been provided during the application. However, there are exceptions. In such circumstances applicants must recognise that the charity cannot guarantee an increase. Good communication is vital and you **must** provide all requested evidence. War Memorials Trust's Trustees may need to be consulted but staff will make the initial review.

1. When can War Memorials Trust consider a Grant Offer increase?

1.1. War Memorials Trust will consider a request for an increase to a Grant Offer if:

1.1.1. Extra necessary works have been found once the project has started, if they

1.1.1.1. cannot have been predicted earlier

1.1.1.2. are eligible under the Trust's ['What we can and cannot fund'](#) advice

Remember, any changes to the Method Statement must be agreed in writing by the Trust before being undertaken. Failure to do so may lead to a grant being cancelled so communication is key.

1.1.2. The cost of works and/or materials has increased significantly from the time the applicant sent the application to the time a Grant Offer was made. Or between the time of the Grant Offer was made and the works being booked in to start, if there is a valid reason for a delay

1.1.2.1. There may be economic factors that affect costs which could not have been foreseen

1.1.2.2. The applicant should have ensured their quotes were up-to-date at the time they submitted their Application Form i.e. they were dated within 1 month of the grant deadline date, that the quote clearly indicated it was valid for the duration of the grant assessment period (two months after the deadline date) or there is confirmation in writing about the length of time the quote was valid for

2. How to request a Grant Offer increase

- 2.1. Should an applicant find an increase in costs which they cannot absorb that may lead to their project being delayed or cancelled then they should discuss this with the Conservation Officer managing their case as soon as possible
- 2.2. Initially, or after a telephone call, the applicant must explain in writing (to grants@warmemorials.org or by post) either:
 - 2.2.1. What other works are needed and why? Who spotted them?
 - 2.2.1.1. Provide
 - 2.2.1.1.1. photographs to show all issues
 - 2.2.1.1.2. details of any other issues e.g. has it been necessary to close adjacent car parking spaces, are any facilities, events, people or organisations being impacted
 - 2.2.1.1.3. information on timeframes
 - 2.2.1.2. Details of the costs of the extra work if known
 - 2.2.2. The increases in proposed costs for work with details from the contractor explaining why costs are rising
 - 2.2.2.1. If the revised costs are more expensive than earlier alternative quotes, provide any information available for the alternative contractors as to whether their original quotes would still be valid
 - 2.2.2.2. What efforts the applicant has made to address the difference in cost and why they need more grant funding

3. What War Memorials Trust will do

- 3.1. Once an applicant has made a formal request for an increase in a Grant Offer the Conservation Officer managing the case will discuss this with colleagues, including the Director, in a Team Meeting. They will assess
 - 3.1.1. eligibility of the extra works or costs
 - 3.1.2. whether funds are available
 - 3.1.3. if the request will be referred to Trustees
 - 3.1.4. timeframes for a decision
- 3.2. The Conservation Officer will then revert to the applicant with either
 - 3.2.1. a revised Grant Offer
 - 3.2.2. a request for further information
 - 3.2.3. a timetable for a decision e.g. the next Grants Panel Meeting or Trustees meeting
 - 3.2.4. a rejection of the request with an explanation

War Memorials Trust cannot guarantee that any request will be successful as the charity must raise all the funds it distributes as grants. So, if it is an economically challenging time, then much like applicants, the charity is also likely to be facing difficulties fundraising.

As a charity we rely on voluntary donations and every contribution, no matter how large or small, makes a really big difference to our work. If you would like to support War Memorials Trust by becoming a member or donating, please visit www.warmemorials.org/get-involved.